

AmeriCorps VISTA Sponsor Convening FAQs

July 29-31, 2019

Updated on 6/3/19

1. Purpose of Document

This document provides answers to frequently asked questions about the 2019 VISTA Sponsor Convening.

2. What is the purpose of the Convening?

The Convening will provide an important and timely opportunity for CNCS to engage critical community partners and improve the management of VISTA projects and members.

3. What are the objectives for the Convening?

Training objectives include:

- Attendees understand the basics of VISTA project and member management requirements and resources available from VISTA
- Attendees immediately apply the training content to their VISTA projects and share the training information widely in their organizations after the Convening
- Attendees connect with CNCS and other VISTA project staff to share best practices and identify opportunities to collaborate
- Attendees provide feedback to CNCS on critical organizational changes and resources

4. When and where will the Convening occur?

The Sponsor Convening will be held at the Hilton, 6001 Destination Parkway, Orlando, FL, on July 29-31, 2019.

5. What is the registration deadline? How do sponsors register?

The registration deadline is **EXTENDED** to 5:00 pm Eastern on Monday, June 10, 2019.

Attendees should register at <https://vistasponsorconvening.eventbrite.com/>. The password is VISTA2019.

6. Who from the sponsoring organizations should attend?

The Convening will accommodate up to 700 total attendees from VISTA sponsoring organizations. Ideally, we hope to have most sponsoring organizations represented. If space is available, CNCS will provide travel and lodging for up to two sponsor staff.

7. How should sponsors decide who to send to the Convening?

Ideally, attendees at the Sponsor Convening will be staff who have direct responsibility for managing the VISTA project and/or VISTA members since most of the agenda will focus on direct and hands-on project and member management issues. New staff at sponsoring organizations will especially benefit from the training content.

8. Is there a limit on the number of staff who can attend from each sponsoring organization?

There is space available at the Sponsor Convening to accommodate one staff member from most VISTA sponsors. Sponsors may register a second staff member until Monday, June 10, 5:00 pm Eastern. If the demand for registration exceeds the space available, VISTA will contact you the week of June 10 to confirm attendance.

9. Can sponsors send additional staff (beyond the CNCS limit) at their own cost?

No, sponsors may send up to two staff members. There is no registration available for staff beyond the two-person limit, even if the sponsor pays the lodging and travel costs.

10. My organization will hire a new Project Manager after the registration deadline, and we'd like to send the new employee to the event. Is that allowed?

Please register a current employee by the extended June 10 deadline; indicate that this person is a placeholder and will be replaced prior to the event. In the registration website, select Other Sponsor Staff to identify the role in the project. Then, insert I am a placeholder for a new project employee' in the next field.

11. My VISTA project is closing at the end of the year; should I attend the Convening?

Yes, all current VISTA sponsors are invited to send a staff member to the Convening.

12. What is the cost to attend?

There is no registration cost to attend the Convening; however, sponsor staff will be responsible for paying for local travel, incidental expenses, and some meals.

13. What costs will CNCS cover for the Sponsor Convening?

CNCS will collect logistical information in the Convening registration form and work with attendees to reserve appropriate transportation (e.g., airline reservations, bus tickets, train tickets). CNCS will also reserve a hotel room at the Orlando Hilton for each approved attendee.

14. How will travel arrangements be made by CNCS?

CNCS works with a logistical contractor, called AFYA, Inc., to plan, secure, and manage CNCS-approved and covered travel. Each attendee will receive information about their travel needs and potential schedules for them. NOTE: Sponsor staff must not book their own travel and lodging; CNCS will not reimburse self-scheduled travel or lodging.

15. How do I request additional information about the Convening?

If you have additional questions or require more information, please contact the VISTA Training Unit at VISTATraining@cns.gov. Please use "Sponsor Convening" in the subject line of your email message.

16. Should VISTA leaders or members attend the Sponsor Convening?

No, the Sponsor Convening is designed for staff at VISTA sponsor organizations. The training content will not be appropriate for AmeriCorps VISTA leaders or members.